



1. POST Nicosia	2. AGENCY State	3a. POSITION NO. A-52421
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4. REASON FOR SUBMISSION

☐ a. Redescription of duties: This position replaces
 Position(s) No. _____, _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) **Update of PD – New Incumbent**

<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p>
<p>_____ Typed Name and Signature of Section Chief or Agency Head Date</p>	<p>_____ Typed Name and Signature of Admin or HR Officer Date</p>

DS-298 (Formerly OF-298)
08-2003

14. Major Duties and Responsibilities

% of time

Customs & Shipping

85%

Enters departing employees' information in ILMS and obtains approval for shipping personal effects for all agencies. Obtains quotes for shipping costs by air and by sea from different carriers for the shipment of UAB and HHE and prepares purchase orders covering total cost of the shipments (packing & transportation). Arranges survey and packing appointments between the employees and the packing company and offers advice to departing employees on shipping regulations and limitations. Contacts receiving posts to learn receiving requirements and time limitations for shipments. Arranges transport of official equipment, supplies and special shipments, such as the Art in Embassies program. Maintains contact with other posts and the U.S. regarding incoming employees and confirmation to consignment their shipments. Ensures efficient consignment, preparation of documents, customs clearance and delivery of shipments. Prepares delivery orders as per contract rates for the local costs, i.e., port to residence. Maintains contacts with port and airport authorities to enable expeditious customs clearance. Maintains records of each shipment in appropriate databases. As the Contracting Officer's Representative, monitors the performance of the packing contractor and advises and consults with the General Services Officer regarding discrepancies or problems. Coordinates all aspects of the Department-mandated ITGBL shipping program at Post.

Travel

15%

As the Contracting Officer's Representative, monitors the performance of the travel services provider and advises and consults with the General Services Officer regarding discrepancies or problems. Maintains close contact with the travel agent and ensures full compliance of contract terms and conditions. Advises travelers of regulations governing official travel. Reviews invoices for travel-related services and reconciles them against the monthly statement. Ensures the prompt transfer to post of the travel service accounts of newly arriving personnel and advises personnel how to prepare travel authorizations. Acts as the main POC in the embassy for obtaining visas when employees travel on official business. Maintains good relations with local hotels and keeps records of embassy rates and agreements. Arranges lodging for VIP visits.

15. Qualifications Required for Effective Performance

A. Education:

Completion of secondary school.

B. Prior Work Experience:

Three years of experience in freight forwarding or relocation.

C. Post Entry Training:

All related transportation and shipping classes.

All related travel classes.

D. Language Proficiency:

Level IV English

Level IV Greek

E. Job Knowledge:

3 FAM and 14 FAM regulations on shipping and travel. Department of State Travel Regulations and Federal Travel Regulations. Regulations regarding Cyprus customs tariffs. Advanced user skills with the approved electronic travel system. Understanding of the travel industry such as reservations, routings and regulations.

F. Skills and Abilities:

Must be able to deal tactfully with customs personnel to ensure efficient clearance of Embassy shipments. Must be able to deal tactfully with Embassy personnel. Good knowledge of MS Word, Excel and Outlook.

16. Position Elements

A. Supervision Received:

Works independently following established procedures. Seeks guidance and recommendations from the General Services Officer. Performance Evaluation report completed by the GSO.

B. Supervision Exercised:

None.

C. Available Guidelines:

6 FAM (Foreign Affairs Manual), 14 FAM and related Foreign Affairs Handbooks (FAH), department notices, internet and intranet web pages, air and shipping lines schedules and rates.

D. Exercise of Judgment:

Selects carriers for shipments and determines when it is advantageous to deviate from routine procedures. Exercises judgment to complete shipping projects for which prior funding commitments were made. Looks for airfares that are advantageous to the USD, including use of restricted and non-refundable fares, and negotiates with airline representatives to secure better prices. Monitors and utilizes corporate airline loyalty points to get free or reduced-fare official travel.

E. Authority to Make Commitments:

Controls the Government Travel Card and exercises the use of it through the Travel Contract.

F. Nature, Level and Purpose of Contacts:

Regular communication with all Embassy personnel, including families at post and at other posts if required. Contact with hotel, shipping and customs personnel throughout Cyprus. Regular contact with personnel who assist in moving shipments, i.e., ELSO and despatch agents throughout the U.S.

G. Time Expected to Reach Full Performance Level:

One Year.